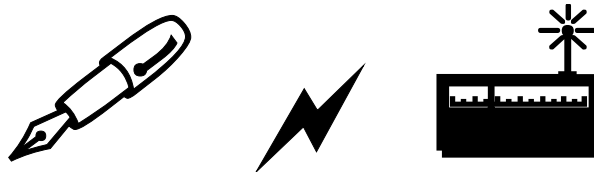


CERTIFICATES OF REGISTRY (COR) OR RADIO OFFICER



Attached are all the forms and information you will need to apply for a Merchant Mariner License and Merchant Mariner Document (MMD).

This information package has been designed to assist you in the process of applying for merchant mariner credentials and may not answer all of your questions. More comprehensive information may be obtained by visiting <http://www.uscg.mil/STCW/l-home.htm> or contacting your local REC.

INSERT LOCAL REC INFO SHEET HERE

Enclose with packet:

- ☐ Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document (CG-719B)
- ☐ Merchant Mariner Physical Examination Report (CG-719K) or Merchant Marine Certification for Entry Level Ratings (CG-719K/E)
- ☐ DOT/USCG Periodic Drug Testing Form (CG-719P)
- ☐ Camera Set-Up Form
- ☐ Authorization for Credit Card Transactions

CHECKLIST FOR CERTIFICATE OF REGISTRY OR RADIO OFFICER

- ☐ **Submission of Application:** The backlog of applications submitted to each REC varies from week to week. As such, the processing time for completion of your application also varies. To ensure uninterrupted employment, please be proactive and send your package in to the REC 8-10 weeks prior to expiration or employment dates. Applicants with past criminal convictions or those with medical conditions that may require further Coast Guard review are advised to submit their package 14-18 weeks early. You will be required to physically visit the REC at least once.
- ☐ **Physical Fitness:**
 - **Certificate of Registry applicants** must complete a Physical Examination Report Entry Level (CG-719K/E) certifying you are competent by a medical professional. The report must be dated within one year of the date of application (completed within the past 12 months).
 - **Radio Officer applicants** must complete a Physical Examination Report (CG-719K) certifying you are competent by a medical professional. The report must be dated within one year of the date of application. (completed within the past 12 months).
- ☐ **Report of Chemical Drug Test:** Letter from company, Certification From Medical Review Officer, or optional *DOT/USCG Periodic Drug Testing Form (CG-719P)*. See *DOT/USCG Periodic Drug Testing Form (CG-719P)* for further information.
- ☐ **Character References (*Original Applicants Only*):** Original license applicants must submit three written recommendations attesting to your suitability for a merchant mariner license. Persons who have knowledge of the applicant's suitability for duty must submit these.
- ☐ **Social Security Card (*Original Applicants Only*):** All **original** license and document transactions must provide an original social security card.
- ☐ **Proof of Identity:** To obtain a Merchant Mariner Document, two current forms of identification are required. One of these forms of identification must contain a photo of the applicant. The OCMI may require other identification to verify the identity of an applicant as deemed necessary. The acceptable photo and non-photo identifications are listed in this packet.
- ☐ **Proof of Citizenship and Any Legal Name Change:** To obtain a Merchant Mariner's Document (MMD), you must be a U.S. citizen or an alien "lawfully admitted to the U.S. for permanent residence." To obtain a license, you must be a U.S. citizen except non-citizens may apply for an Operator of Uninspected Passenger Vessels (OUPV) license limited to undocumented vessels less than 5 net tons. All **original** license and document transactions must provide acceptable proof of nationality (i.e., original passport, birth certificate, or baptismal certificate). All subsequent applications by non-U.S. citizens (i.e., renewal, upgrade, duplicate) must provide proof of nationality and immigration status. All **original** license and document transactions must provide an original social security card.
- ☐ **Camera Set-Up Form:** This form is required for **ALL** MMD applications (i.e., original, renewal, and endorsement). Include a recent (within one year) passport-sized photo and sign your name in the center of the signature box using a medium to wide point black ink pen.
- ☐ **Fingerprint Card:** When applying for any credentials you must be fingerprinted. Your fingerprints will be submitted for processing to verify the information you provided with your application. Fingerprinting can only be accomplished at an REC.
- ☐ **User Fees:** Checks, money orders, credit cards, and cash are accepted methods of payment. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document.

Note: Checks, money orders, credit cards, and cash are accepted methods of payment for user fees. However, you are encouraged to avoid cash payments. It is safer to carry credit cards, checks, and money orders and faster REC staffs to process. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document. ***Cash payments should never be sent through the mail.***

Application For	Evaluation	License/COR Issuance	MMD Issuance	Total
Original COR AND MMD	\$90 if you already hold an MMD or \$105 if no previous MMD held	\$45	\$45	\$180 or \$195
Original Radio Operator AND MMD	\$50	\$45	\$45	\$140
Renewal	\$50	\$45	\$45	\$140

- ☐ **Summary of Required Documentation:** The chart below summarizes the documentation that should be included in your package submitted to the REC.

	Certificate of Registry	Radio Officer	Renewal
Application (CG-719B)	✓	✓	✓
Physical Examination Report Entry Level (CG-719K/E)	✓		✓
Physical Examination Report (CG-719K)		✓	✓
Report of Chemical Drug Test	✓	✓	✓
Character References	✓	✓	
Proof of Identity	✓	✓	✓
Social Security Card	✓	✓	✓
Proof of Citizenship and Any Legal Name Change	✓	✓	✓
Camera Set-Up Form	✓	✓	✓
Fingerprint Cards	✓	✓	
User Fees	✓	✓	✓
Copy of the Front and Back of Present License, MMD, COR, and/or STCW			✓
Valid 1 st or 2 nd Class Radiotelegraph Operator License issued by FCC		✓	
Letter justifying need for COR	✓		

ADDITIONAL INFORMATION:

- ☐ **Renewal Applicants Only:** Provide a copy of the front and back of your present license, COR, MMD, and/or STCW Certificate.
- ☐ **Radio Officers:** Must present an original or notarized copy of a currently valid first or second-class radiotelegraph operator license issued by the Federal Communications Commission (FCC).
- ☐ **For Certificates of Registry as Staff Officer (COR):** Each staff officer rating must submit a letter justifying the need for a COR **and** meet the following requirements:
- **Medical Doctor:** A valid license as physician or surgeon issued under the authority of a state or territory of the United States, the Commonwealth of Puerto Rico, or Washington, D.C.
 - **Professional Nurse:** A valid license as a registered nurse issued under the authority of a state or territory of the United States, the Commonwealth of Puerto Rico, or Washington, D.C.
 - **Purser:**
 - ◇ **Junior Assistant Purser:** No experience required.
 - ◇ **Senior Assistant Purser:** 180 days service aboard vessels performing duties relating to work in the purser's office.
 - ◇ **Purser:** 360 days service aboard vessels performing duties relating to work in the purser's office.
 - ◇ **Chief Purser:** 720 days service aboard vessels performing duties relating to work in the purser's office.

Acceptable documents for identification/citizenship

	DOCUMENT	Identification	Nationality	Citizenship	Description / Comment
PHOTO	U.S. Driver's License or ID card issued by state or outlying U.S. Possession	X			Must contain a photograph and information such as name, date of birth, gender, address
	U.S. Passport	X		X	
	Foreign Passport	X	X		
	Merchant Mariner's Document	X		X	Only MMDs issued after February 03, 2003
	ID Badge for Federal Employee (i.e., DHS, DOT, DOD, FBI, etc.)	X			Must contain a photograph and identifying information
	ID Card issued by Federal, State, or local government (including Port Authorities)	X			Must contain a photograph and identifying information
	U.S. Military Identification Card (current and unexpired only)	X			U.S. Military Only
	Law Enforcement Credential	X			Must contain a photograph and identifying information
NON-PHOTO	Birth Certificate or Birth Registration, issued by state, county, municipality or outlying possession of the U.S.	X	X	X	Certified copy acceptable
	Certificate of U.S. Citizenship			X	INS Form N-560 or N-570
	Certificate of Naturalization			X	INS Form N-550 or N-570
	Baptismal Certificate			X	Must be recorded within 1 year of birth. Certified copy acceptable.
	Parish Record			X	Must be recorded within 1 year of birth. Certified copy acceptable.
	Statement of practicing physician certifying attendance at the birth and who possesses a record showing the date and location at which it occurred.			X	Certified copy acceptable
	Delayed certificate of birth issued under a state seal in the absence of any collateral facts indicating fraud in its procurement.			X	Certified copy acceptable
	Native American Tribal Document	X		X	
	Certificate issued by the consular representative of the country of citizenship		X		
	Declaration of intent to become a citizen of the United States.		X		Made by alien after 1929 and issued by a naturalization court.

Two forms of identification are now required to process Merchant Mariner Documents (all MMDs). Above is a list of acceptable identifications for proof of identity and citizenship. At least one of the documents provided must be from the upper portion 'Photo Id' Section. The application may be mailed in with copies of the above documents, however, you must come to an REC to be fingerprinted (fingerprints from other agencies will no longer be accepted). Original MMDs are additionally required to show to their original Social Security Card prior to issuance. ('Certified Copy' is not notarized, it is 'Certified' by the originating agency).

FURTHER ENDORSEMENTS THAT CAN BE ADDED TO YOUR CERTIFICATE OF REGISTRY:

- ☐ **Marine Physician Assistant:** Successful completion of an accredited course of instruction for a physician's assistant or nurse practitioner program.
- ☐ **Hospital Corpsman:** A rating of hospital corpsman or health service technician, 1st Class in the U.S. Coast Guard, U.S. Navy, U.S. Marine Corps, or an equivalent rating in the U.S. Army (not less than staff sergeant, Medical Dept, U.S.A.) or U.S. Air Force (not less than technical sergeant, Medical Dept, U.S.A.F.); **AND** at least 30 days satisfactory service in a military or U.S. Public Health Service Hospital.

Additional information and guidance on licensing may be obtained from the National Licensing Web Site: <http://www.uscg.mil/STCW/I-home.htm>.

INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING OF SEAFARERS (STCW)

AFTER JANUARY 31, 2002 (IF APPLICABLE)

STCW applies only to mariners employed on vessels operating seaward of the boundary line specified in 46 CFR Part 7.

- ☐ **COR:** If you are qualified as either a person in charge of medical care or a medical first aid provider you may be issued an STCW Certificate in addition to the COR.
- ☐ **Radio Officer:** If you are qualified as a GMDSS radio officer you may be issued an STCW certificate in addition to your license.

STCW-95 Certificate: To obtain an STCW Certificate, provide the original training certificates (original certificates will be returned to the applicant). There is no charge for an STCW.

- ☐ **Photo:** One recent passport-size photograph
- ☐ **Basic Safety Training Certificates:** Personal Survival Techniques, Firefighting/Fire Prevention, First Aid, Personal Safety and Social Responsibilities
- ☐ **GMDSS Certificates (*for radio officers*):** Completion of a Coast Guard approved course for operator of radio in the GMDSS, or other approved programs of training and assessment covering the same areas of competence
- ☐ **Federal Communications Commission (FCC) License (*for radio officers*):** For GMDSS Operator of radio in the GMDSS issued by the FCC
- ☐ **PIC-Medical Care and Medical First Aid Provider (*for COR*):** Completion of a Coast Guard approved course of training in medical care or medical first aid, as appropriate